



**King County**  
**PRIVACY OFFICER**  
**PROJECT/PROGRAM MANAGER IV**  
**PUBLIC HEALTH – SEATTLE & KING COUNTY**  
**COMPLIANCE OFFICE**  
**Annual Salary Range \$71,245 - \$90,307 (2006 Rates)**  
**Job Announcement: 05MH5737**  
**OPEN: 12/21/05    CLOSE: Open Until Filled**

**WHO MAY APPLY:** This career service position is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 600, Seattle, WA 98104 or fax to (206) 205-5430.** Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Kristi Korolak at (206) 296-4776 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Wells Fargo Center, 999 Third Ave Suite 1200, downtown Seattle

**WORK SCHEDULE:** This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

**POSITION SUMMARY:** As a member of the Compliance Office, this leadership position serves as the department's Privacy Officer and Research Compliance Manager, responsible to the Compliance Officer. This position is responsible for overseeing all ongoing activities related to the development, maintenance of, and adherence to Public Health's policies and procedures covering the privacy of and access to client health information and other information, and the conduct of research, in compliance with federal and state laws. The position works cooperatively to identify and resolve privacy and research compliance issues across the department. The Privacy Officer component is a required compliance position for PHSKC under the federal Health Insurance Portability and Accountability Act (HIPAA) and reports directly to the Compliance Officer.

**PRIMARY JOB FUNCTIONS INCLUDE:**

1. Develop, implement, maintain, enforce, and track the effectiveness of policies and procedures and administrative systems in the areas of privacy and research compliance – that conform to applicable laws and regulations. Prioritize goals and objectives and set annual work plan in these areas.
2. Provide expert advice to the Compliance Officer and department management with respect to health information privacy and research practices, in particular briefing the Compliance Officer on changes in the health information privacy legal environment or industry practices that may

have an effect on the operations, practices and policies of the Department. Exercise professional judgment in the interpretation and application of laws, regulations, policies and procedures.

3. Serve as lead or an active member of all appropriate privacy committees.
4. Create an audit program for privacy and research compliance. Perform periodic privacy risk assessments and research compliance audits, and conduct ongoing compliance monitoring activities. Work collaboratively with management to ensure adequate steps are taken to correct identified problems and prevent their reoccurrence. Report as required on these activities.
5. Handle politically sensitive investigations surrounding the privacy of health and other information, or the conduct of research.
6. Manage compliance with Public Health policies and procedures around information privacy. Ensure consistent application of sanctions for failure to comply with policies for all individuals in Public Health's workforce and business associates. Work collaboratively with division management, the Executive Team, human resources, and King County Prosecuting Attorney's Office on investigations, sanctions and other issues related to privacy and research compliance.
7. Develop policies and procedures to track investigations, appropriately penalize violations, and make necessary disclosures to government agencies.
8. Establish and administer a system to track access to protected health information, within the purview of Public Health and as required by law, and to allow qualified individuals to review or receive a report of such activity.
9. Monitor and report as required on these activities.

#### **QUALIFICATIONS:**

- Demonstrated knowledge and understanding of patient privacy rights
- Working knowledge of healthcare or public health practice
- Considerable knowledge of and ability to interpret and apply laws and regulations governing information privacy, access to and release of information, release control technologies, and clinical research
- Knowledge of and the ability to apply the principles of Health Information Management, project management, and change management
- Professional and effective communication skills, including ability to communicate clearly and persuasively orally and in writing, ability to communicate respectfully with individuals and groups, ability to effectively communicate with all levels of management and staff, and ability to deescalate tense situations
- Knowledge of technology regarding security and access of electronic data and information
- Skill developing, revising, and implementing policies and procedures
- Skill in independently prioritizing and organizing work
- Skill in conceptualizing, planning and implementing new technologies, programs or services
- Demonstrated management style that reflects good judgment, problem-solving skills, and ability to make effective & appropriate decisions
- Ability to maintain complete confidentiality of all sensitive materials and information
- Ability to establish positive working relationships and engage in collaborative teamwork
- Ability to use programs such as Word, Outlook, Excel, PowerPoint, Access, and Lexis

***DESIRED QUALIFICATIONS:***

- Bachelor's degree in health care (i.e. nursing) or health care administration, business administration, or other similar field
- Experience in an established clinical research program in an academic setting
- Operational research experience from a programmatic or clinical trials perspective preferred
- Experience with healthcare compliance programs
- Current credentialing as a Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA) or Certified in Healthcare Privacy (CHP) with experience relative to the size and scope of Public Health
- Working knowledge of state or local government

***NECESSARY SPECIAL REQUIREMENTS:***

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

***UNION MEMBERSHIP:*** Non-represented

***CLASS CODE: 8245 SEQUENCE NUMBER: 80-8245-0805***